

COUNCIL ON HOUSING  
Public Session  
Luther Towers Building I  
Dover, Delaware  
November 13, 2013

**Motions**

- Approval of the November 13, 2013 Minutes
- Approval of Resolution Numbers:
  - 466 – Cleveland Heights
  - 467 – Sussex County Habitat for Humanity – Georgetown Point Phase III
  - 468 – Central Delaware Habitat for Humanity – Frederica Neighborhood Revitalization – Phase II
  - 469 – Milford Housing Development Corp. – 4<sup>th</sup> Street Duplex Phase III
  - 470 – Habitat for Humanity of New Castle County – A Brush with Kindness
  - 471 – Milford Housing Development Corp. – Home Repair Project FY14
  - 472 – Catholic Charities, Inc. – Basic Needs Program FY14
  - 473 – Lutheran Community Services – Emergency Housing Assistance Program FY14
  - 474 – West End Neighborhood House – Security Deposit Program FY14
  - 475 – DSHA – Pre-Purchase Homeownership Education and Counseling Funding
- Approval to send letter of commendation to the City of Frederica

**Important Dates**

- November 26 – DSHA FY15 Budget Hearing
- December 11 – annual Council holiday meeting at Cantwell’s Tavern, Odessa, DE

Ms. Sokolowski, Chair, called to order the public session of the Council on Housing at 1:13 p.m. on November 13, 2013. In addition to Ms. Sokolowski, the following Council members were present:

Pat Batchelor	Donna Mitchell
Francis Julian	Ralph Peters
Hugh Leahy	Vincent White
Connie Louder	Norma Zumsteg
Corrine Massey	

Also attending:

Lynda Blythe, Administrative Specialist III, DSHA  
Susan Eliason, Director of Housing Development, DSHA  
Matthew Heckles, Director of Policy and Planning, DSHA

Guests present:

Carlton Bowers, Interfaith Community Housing of Delaware, Inc. (ICHDE)  
Donald Burris, Luther Towers  
Valerie DeMarco, Milford Housing Development Corporation (MHDC)  
Shenise Ferry, Hockessin Community Center  
Denise Freeman, NCALL  
Kevin Gilmore, Sussex County Habitat for Humanity (SCHH)  
Zee Henry, First State Community Action Agency (FSCAA)  
David Holden, Ingerman Group  
Russ Huxtable, Milford Housing Development Corporation  
Gary Pollio, Interfaith Community Housing of Delaware, Inc.  
Valerie Malone, First State Community Action Agency  
Barbara Reed, West End Neighborhood House (WEND)  
Paula Savini, Catholic Charities  
Ken Smith, Delaware Housing Coalition (DHC)  
Kevin Smith, Habitat for Humanity of New Castle County (HHNCC)  
Steve Tindall, Lutheran Community Services (LCS)  
Jean Warren, Lutheran Community Services  
Lindsay Warren, Habitat for Humanity of New Castle County

### **APPROVAL OF MINUTES**

Mr. White moved, and Mr. Peters seconded, that the Minutes of October 9, 2013 be approved as written. The motion was passed unanimously.

### **DSHA REPORT** – Ms. Eliason

- DSHA State FY15 Budget
  - The hearing will be held Tuesday, November 26, at 8:30 a.m. in Legislative Hall.
- Delaware Talent Cooperative Homeownership Program
  - New program launched October 21, 2013
  - In conjunction with the Delaware Department of Education (DOE) Delaware Talent Cooperative (DTC)
  - Purpose is to leverage teacher recruitment and retention efforts for DTC participants
  - \$4 million in mortgage funds reserved
  - Program offers a first mortgage of one half of one percent below DSHA's current advertised rates
  - Mortgage available only for home purchases, first time or repeat buyers
  - Homebuyers must meet standard program availability criteria
  - DSHA will administer the program using the existing network of mortgage lenders and existing internal staff
  - Financing will be available through a network of lenders who will verify applicant's DTC participation
  - Additional information on this, and other DSHA programs, can be found on [www.DESateHousing.com](http://www.DESateHousing.com)

- NCSHA Award
  - Several DSHA staff attended the annual conference of the National Council of State Housing Agencies (NCSHA) held October 19-22
  - DSHA proudly received an award for the State Rental Assistance Program (SRAP) as the year's most innovative program
- Developer's Forum
  - Held October 30, 2013
  - Annual forum to discuss possible changes to the 2014 Qualified Allocation Plan (QAP), a guide for the application for Low Income Housing Tax Credits
  - Approximately 35 people attended
  - Mr. White was thanked for his attendance
- DSHA Audit and Annual Report
  - The audit went very well using a new auditing firm
  - The annual report was distributed to all Council members
  - Both the audit and annual report are available on DSHA's web site

## **COMMITTEE REPORTS**

LOAN REVIEW – Ms. Louder and Ms. Mitchell on behalf of Mr. Leahy

Ms. Louder chaired the committee meeting held November 4<sup>th</sup> as Mr. Leahy was out of town and unable to attend. The committee reviewed 10 funding requests which Ms. Louder and Ms. Mitchell presented to Council.

It is the recommendation of the committee, after due discussion, that the following requests be considered by the Council which Ms. Louder so moved:

- Cleveland Heights – Resolution No. 466. Mr. White moved that the request be approved. Ms. Batchelor seconded the motion and it was unanimously passed.
- West End Neighborhood House – Security Deposit Program FY14 – Resolution No. 474. Mr. White moved that the request be approved. Mr. Leahy seconded the motion and it was unanimously passed.
- Sussex County Habitat for Humanity – Georgetown Point II – Resolution No. 467. Ms. Louder noted that the term 'full accessibility' on page 1 of the Synopsis and Resolution be amended to read "accessibility". Mr. White moved that the request be approved. Mr. Leahy seconded the motion which was passed with nine yes votes and one abstention by Mr. Peters due to his association with SCHH.
- Habitat for Humanity of New Castle County – A Brush with Kindness – Resolution No. 470 – Mr. Leahy moved, and Mr. White seconded, that the request be approved. The motion passed with nine yes votes and one abstention by Ms. Zumsteg due to her board membership of Wilmington Housing Partnership and their partnering in this project.
- Milford Housing Development Corporation – Home Repair Program FY14 – Resolution No. 471. Mr. White moved that the request be approved. Mr. Leahy seconded the motion which was passed unanimously.

- Catholic Charities Inc. – Basic Needs Program FY14 – Resolution No. 472. Mr. Peters moved the request be approved. Mr. Leahy seconded the motion and it was unanimously passed.
- Lutheran Community Services – Housing Assistance Program FY14 – Resolution No. 473 – Mr. White moved that the request be approved, Ms. Batchelor seconded the motion which was passed unanimously.

It is the recommendation of the committee, after due discussion, that the following requests be considered by the Council which Ms. Mitchell so moved:

- Central Delaware Habitat for Humanity – Frederica, Phase II – Resolution No. 468. Mr. White moved that the request be approved. Mr. Julian seconded the motion which was passed with nine yes votes and one abstention. Ms. Louder abstained, citing conflict of interest due to her employment with NCALL, a housing counseling agency benefiting from this Resolution.
- Milford Housing Development Corporation – 4<sup>th</sup> Street Duplex III – Resolution No. 469. Mr. White moved that the request be approved. Ms. Batchelor seconded the motion which was passed with nine yes votes and one abstention by Ms. Louder due to her employment by NCALL who is providing some funding for this project.
- DSHA – Housing Counseling – Resolution No. 475. Mr. Julian moved that the motion be approved. Mr. Leahy seconded the motion. Mr. Peters moved that the Resolution be amended to provide a total allocation of \$227,400. The increase of \$27,400 is a one-time transition payment to be disbursed among the seven agencies whose receipts are anticipated to reduce under the new process. Each of these agencies is to receive a transition payment equal to 50% of the difference estimated by the chart shown as Chart A to the Synopsis. Council voted to amend the Resolution with five yes votes, two no votes, and three abstentions. Ms. Sokolowski moved that the Resolution be approved as amended. The motion was passed with seven yes votes and three abstentions by Ms. Louder, Mr. White, and Ms. Zumsteg.

#### COMMUNICATIONS – Ms. Batchelor

Council members were encouraged to attend the November 26<sup>th</sup> Budget hearing.

#### OPERATIONS – Ms. Louder

No report at this time.

#### HOUSING POLICY – Mr. Peters

No report at this time.

### **OTHER BUSINESS – OLD/NEW**

Regarding the Central Delaware Habitat for Humanity – Frederica, Phase II – Resolution No. 468. Mr. White moved that Council send a letter of commendation to the City of Frederica in appreciation and gratitude of their waiving or discounting certain fees for every Habitat home in this project. Mr. Leahy seconded the motion which was unanimously passed. It will be the Communications Committee responsibility to prepare the letter.

### **SCHEDLING OF NEXT MEETING**

The next meeting, the annual holiday luncheon, will be held on December 11, 2013, at 12:00 noon at Cantwell's Tavern in Odessa, DE.

### **ADJOURNMENT**

Upon motion made by Ms. Sokolowski and seconded by Mr. Peters, the meeting was adjourned at 3:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lynda T. Blythe".

Lynda T. Blythe

Note: Copies of materials referenced as “attached” in these Minutes are available upon request.